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JUN 1978

MEMORANDUM FOR: Director of Security

FROM: James H. McDonald
 Director of Logistics

SUBJECT: Delegation of Procurement Authority ☐

REFERENCE: Memo dtd 24 May 78 to D/L fm D/OS, same
 subject (OL 8 2361) ☐

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1. ☐ Pursuant to Headquarters Regulation ☐ you are herein authorized to procure materials or services under the appropriate Office of Security Imprest and Revolving Fund Accounts as hereinafter listed:

a. General procurement authority:

(1) Emergency purchases, not to exceed \$100 per line item, of equipment and supplies, including repairs and services thereto, when it is determined that they are essential, and, due to time factors, cannot be made through normal Logistics channels.

(2) The purchase of nonstocked expendable supplies available on the local market up to \$50 per line item.

(3) The purchase of gas, oil, and normal expenditures necessary for the maintenance of those official vehicles titled in the name of General Services Administration (GSA).

b. Authorities delegated to field offices only:

(1) The routine purchase of office supplies for cash from GSA outlets or, if not available through GSA, on the local market, up to \$200 per line item.

(2) Office equipment and furnishings bought as a U.S. Government purchase at the GSA price, not to exceed \$1,000 per line item.

(3) Office furnishings which, because of location or sterility requirements, must be secured from commercial sources, limited to \$100 per line item.

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OL 8 2361a

OS 8 1366A

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25X1 2. ☐ All procurement under this delegation shall be conducted in accordance with sound business and professional standards consistent with Agency instructions and regulations and is further limited to the uses specified in paragraph 1.

25X1 3. ☐ Procurement in excess of this delegation will normally be handled by Headquarters. Therefore, any such requirements will be identified at the outset; and your preliminary work, if any, will be performed only to the extent and in a manner consistent with eventual handling by Headquarters. Any operational emergency need for procurement in excess of the above will not be performed without the prior approval of the Chief or Deputy Chief, Procurement Division, OL. Any such authorization will be appropriately documented in the accounting.

25X1 4. ☐ This delegation of procurement authority may be redelegated to the following Headquarters and field personnel:

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25X1 5. ☐ This delegation supersedes any other Office of Logistics delegations of procurement authority to the Office of Security now in effect. It is effective on the date of this memorandum, unless otherwise noted, and will continue until superseded or amended by this Office. Permanent changes in the names of the delegees should be reported as soon as they occur.



James H. McDonald

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cc: D/Fin

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